
DBM Payroll Process Overview Webinar

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- Thank you for your cooperation!



SPS Workday

DBM Payroll Process Overview for Timekeeping and Payroll Go-Live



SPS Workday Leave

Overview

- ✓ Phase II:
 - ✓ Workday TimeTracking and Absence
 - ✓ Automation of ETR/PTR Process
 - ✓ Gross Payroll Process

- ✓ State Regular May 25-June 7 Go-Live pay period

- ✓ Contractual June 1-June 14 Go-Live pay period

SPS Workday

New Timekeeping/Payroll Process

- Timekeeping
 - ✓ Time Entry/Timesheets
 - ✓ Manager Approvals
 - ✓ Reports
 - ✓ Review/Audit
 - ✓ Investigation
 - ✓ Follow-Up
- Payroll
 - ✓ HR Events/Time Entry/Timesheets
 - ✓ Approvals
 - ✓ Reports
 - ✓ Review/Audit
 - ✓ Payroll Input
 - ✓ Investigation
 - ✓ Follow-Up



SPS Workday Leave

DBM Payroll Consolidation Process

- ✓ Processing Schedule
- ✓ Each Pay Period
 - ✓ Payroll Inputs
 - ✓ Reports
 - ✓ Run Payroll
 - ✓ Review/Audit Payroll Results
- ✓ Agency Payroll Support
 - ✓ DBM HelpDesk Tickets



Key Roles

Timekeeper

- Enter time for another employee
- Approve time when supervisor submits the timesheets for employees
- Review reported, calculated, and adjusted time
- Enter intermittent time off / Request continuous time off for employees on leave
- Override and adjust leave balances for rehires and transfers from non-SPSM Agencies
- Review time off balances, leave balances, carryover balances
- Review the Gross Payroll amount with calculations
- Run Audit reports to verify pay & leaves; to identify issues w/ pay

Timekeeper Approver

- Review and approve time for an employee when time is entered by the Timekeeper
- Override and adjust leave balances
- Review time off balances, time off balances by period, carryover balances, and view balances by an employee
- Run audit reports and fix any issues you may find
- Review the Gross Pay amount with calculations

Payroll Partner

- Request one-time payment for an employee
- Prepare payroll input “EIB template” and submit it to DBM Payroll Department (all agencies)
- Review leaves and time-offs for an employee
- Review calculated and adjusted time for an employee & Agencies
- Review Gross Payroll results for an employee
- Review compensation changes including, Reclass and acting capacity allowance for an employee; calculate retro payments that are not handled by WD on day one
- Run reports for Absence, Time Tracking, and Gross Payroll for their Agency

Payroll Activity – Important Days

	Monday	Tuesday	Wednesday	Thursday
✓ Agency	<ul style="list-style-type: none"> ○ Agencies will start reviewing the payroll results for employees with no exceptions or On Leave; Mid period hire/terminations etc. ○ Monday Agencies run audit reports to validate their payroll – compare to other periods, etc. <p>2</p>	<ul style="list-style-type: none"> ○ Run Audit reports; ○ Agency must submit the EIB in Excel Template for Payroll Input by no later than 10 AM Tuesday (i.e. on Pay period end date) <p>3</p>	<ul style="list-style-type: none"> ○ Run Audit reports; ○ Agency payroll partner can review “Payroll Results“ by Wednesday afternoon <p>8</p>	<ul style="list-style-type: none"> ○ Send any corrections/ensure any timesheet corrections are done after viewing the payroll results by NO later than 10 AM Thursday <p>9</p>
✓ DBM Payroll Consolidation Unit	<ul style="list-style-type: none"> ○ Monday Morning by 10 AM - Run (retro) and payroll calculation. Running early on Monday would benefit in following points – ○ Reduce payroll run time for final run. ○ Agencies can verify results for employees on leave, Mid period hires and terminations etc. <p>1</p> <p>Note: Payroll pays by scheduled hours – unpaid time off’s. Does not read REG Hrs. For employees with NO exceptions (even after timesheet is submitted) there will not be any change (unless in OT, Shift Diff, Unpaid Time off etc. situations)</p>	<ul style="list-style-type: none"> ○ Prepare “Payroll Input “ For employees “Rejected by CPB “ from earlier payroll file OR hired after FM2 file >> Run “Payroll Input EIB / excel spreadsheet ” Upload Process >> By 2 PM Tuesday >> After Pay Period Ends (Tuesday) ○ Tuesday night - Run (retro) and pay calc process. <p>4</p>	<ul style="list-style-type: none"> ○ Run retro and payroll calculation process by 1 PM Wednesday ○ Run Payroll Audit Reports <p>7</p>	<ul style="list-style-type: none"> ○ Run Final Calculations >> Thursday Afternoon (between 2PM-5PM) ○ Run Retro Calculation Process ○ Run Retro Complete Process ○ Run Payroll Calculation Process ○ Run Payroll Complete Process ○ Run Payroll Not Complete XX days before payment date ○ Run Payroll Gross Integration <p>10</p>
✓ Employee		<ul style="list-style-type: none"> ○ Employee “MUST” submit the timesheet on every pay period end date (Tuesday) by 11 PM <p>5</p>		
✓ Timekeeper / Supervisor		<ul style="list-style-type: none"> ○ Review Time Tacking dashboard reports ○ Un-submitted timesheets ○ Unapproved timesheets ○ No timesheets 	<ul style="list-style-type: none"> ○ Supervisors “MUST“ approve time by 12 PM of following Wednesday <p>6</p>	

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Schedule

RG	PP#	PAY PERIOD BEGIN	DBM PAYROLL ADM RUNS 1st PAYROLL	AGENCIES START REVIEW	PAY PERIOD ENDING	EMPLOYEES: TIMESHEET SUBMISSION BY 11:59pm	AGENCIES SUBMIT PAYROLL INPUT BY 10:00AM	MANAGER: TMSHEET APPROVAL BY 12:00PM	DBM/AGENCY REVIEW PAYROLL RESULTS after 1:00PM	CORRECTIONS SUBMITTED TO DBM BY 10:00AM	DBM PAYROLL ADM SUBMITS GROSS PAYROLL TO CPB BY ??	Pay Date
RG	26	5/25/2016	5/24/2016	5/24/2016	6/7/2016	6/7/2016	6/7/2016	6/8/2016	6/8/2016	6/9/2016	6/9/2016	6/15/2016
RG	27	6/8/2016	6/7/2016	6/7/2016	6/21/2016	6/21/2016	6/21/2016	6/22/2016	6/22/2016	6/23/2016	6/23/2016	6/29/2016



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Schedule

ETR Due		GENERATE Termination file for PPE	TRANSMIT Termination file	In Workday By Noon	RG CPB FIRST DROP	Display on the ETR	In Workday By Noon	RG CPB SECOND DROP	Display on the ETR	RG Address File
6/9/2016		4/26/2016	6/9/2016	5/25/2016	05-26-16*	6/1/2016	6/3/2016	6/6/2016	6/8/2016	6/8/2016
6/23/2016		5/10/2016	6/23/2016	6/10/2016	6/13/2016	6/15/2016	6/17/2016	6/20/2016	6/22/2016	6/22/2016



Key Points

- ✓ **All SPMS employees are on bi-weekly payroll.**
- ✓ **Pay Period for Regular Starts on Wednesday and ends on Tuesday.**
- ✓ **Pay periods for Regular and Contractual employees are alternating weeks.**
- ✓ **Timekeeper Approver – New Role to approve timesheets submitted by Timekeeper.**
- ✓ **Tuesday all employees are required to submit the timesheets by 11:59 PM and Supervisors are required to Approve it by next day i.e. on Wednesday by 12 PM (noon).**
- ✓ **Payroll inputs will be handled by DBM Payroll Consolidation Unit; Agencies will submit “Payroll Input in excel template” to DBM after agencies' internal approval is done.**
- ✓ **Request One Time payment (process in Workday) will be used for One Time payments that are not handled by other HR events in Workday**
- ✓ **Former Employees may be put back into Workday for settlements and other one time payments.**

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Check Lists

- ✓ Timekeepers
- ✓ Payroll Partners
- ✓ Timekeeper Approvers



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Other Details

- ✓ Payroll Input Spreadsheet
 - ✓ File Name: Payroll Input Agency acronym PPE Date
 - ✓ Payroll Input DBM060716
 - ✓ Correction File Name: Agency acronym PPE Date CORRECTION
 - ✓ Payroll Input DBM060716 Correction
 - ✓ Sent to DBM Consolidation Unit via DBM Help Desk Ticket on scheduled date

- ✓ Payroll Input Review/Confirmation
 - ✓ Agency Review of the Payroll Results Summary



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Payroll Inputs at Go-Live

- ✓ Overtime Catch Up from May 24 and before
- ✓ Shift Differential Catch Up from May 24 and before
- ✓ Retroactive Reclasses already processed before May 25
- ✓ Final Leave Payouts for terminations on or before May 24
- ✓ Final payments to contractual employees terminated on or before May 24



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Payroll Inputs after Go-Live Transition

- ✓ Payments that are not covered by One Time Payment Events
- ✓ Corrections to pay

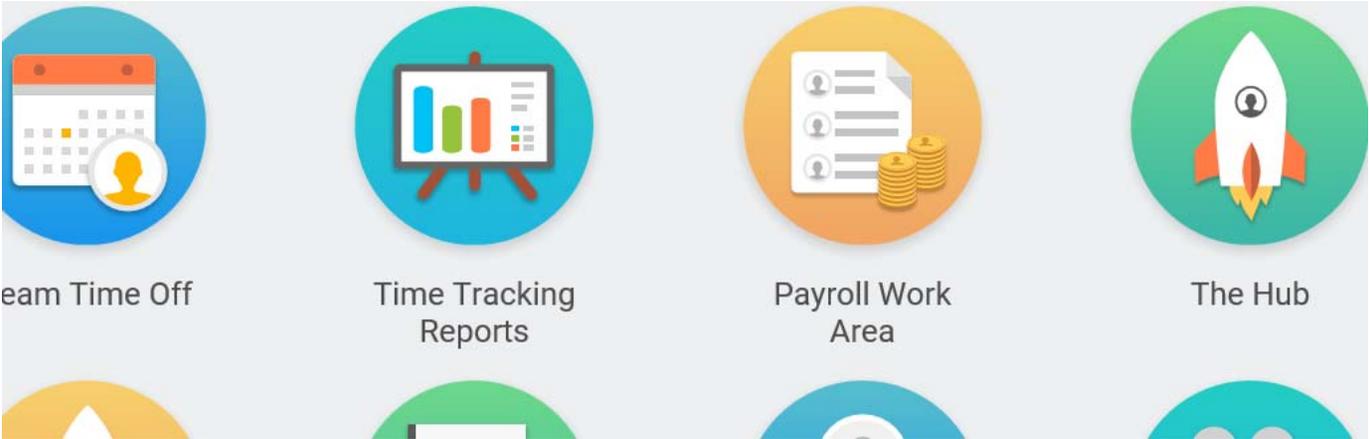
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One Time Payments

- | Category | Reason Category |
|--|-----------------|
| ✓ One-Time Payment > Severance | |
| ✓ One-Time Payment > Final Payout | |
| ✓ One-Time Payment > Bonus | |
| ✓ One-Time Payment > Unused Annual Leave Payment | |
| ✓ One-Time Payment > Activity Pay Activity Pay | |
| ✓ One-Time Payment > Settlement Amount | |
| ✓ One-Time Payment > SPMS Retro-Reclass Payment | |

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Worklets



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Resources

- ✓ Processing Schedule
- ✓ Role Check Lists
- ✓ Job Aids

